

**SERIAL 07157 C      SIGNAGE**

**DATE OF LAST REVISION: March 26, 2008      CONTRACT END DATE: March 31, 2011**

**CONTRACT PERIOD THROUGH MARCH 31, 2011**

TO:                    All Departments  
FROM:                Department of Materials Management  
SUBJECT:            Contract for **SIGNAGE**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **March 26, 2008**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

CH/mm  
Attach

Copy to:            Materials Management  
                      Richard Crago, Facilities Management

(Please remove Serial 03125-RFP from your contract notebooks)

**INVITATION FOR BID FOR: SIGNAGE**

**1.0 INTENT:**

The intent of this contract is to provide responsive and responsible suppliers to provide Maricopa County with signage for its facilities. The solicitation will be divided into two groups: interior and exterior signage. Suppliers may respond to one, or both groups. Signage shall be in accordance with Maricopa County's Graphic Standards Manual. The successful supplier(s) shall be responsible for the manufacturing and installation of requested signage.

Other County departments may use this contract. The Facilities Management Department is not responsible for contract administration for services requested by other County agencies.

**2.0 TECHNICAL SPECIFICATIONS:**

2.1 All signs shall follow establish specifications as outlined in the Maricopa County Graphic Standards Manual (EXHIBIT 2). These are to include colors, type style, materials, and sizes.

2.2 Road signs, vehicle decals, and trophy plaques shall not be part of this solicitation. Building plaques are allowable.

2.3 Required Sign Specifications (Performance Specifications):

The Contractor shall be responsible in developing the actual performance specification drawings (working drawings) for the sign manufacture for all sign schedules. The specification drawings shall be generated electronically in a software programs such as Illustrator or Coral, which depicts construction, details, materials descriptions, dimensions of individual components and profiles, and finishes for each type of sign.

2.4 SIGN SCHEDULE:

The specifications below were obtained from the Graphic Standards Manual. Please refer to the manual for more detailed drawings, color plates, etc., and other pertinent information.

2.4.1 INTERIOR SIGNAGE:

2.4.1.1 Type: Avenir Heavy and Roman, 1/32" raised tactile copy and symbols painted, color: PMS Cool Gray 11

2.4.1.2 Flat Plate: Acrylic back plate painted, color: Cream and PMS Cool Gray 4

2.4.1.3 Metal: #4 brushed stainless, horizontal grain, color: PMS Cool Gray 11. (For identification signs 4A and 4B also price with lower cost alternative)

2.4.1.4 Braille: Grade 2 Braille bullet mount set, painted to match background

2.4.1.5 Schedule: DIRECTIONAL—

**#1A** Directional, two lines, 8" height, 18" width

**#1B** Directional, four lines, 12" height, 18" width

**#1C** Directional, seven lines, 17" height, 15" width

2.4.1.5.1 RESTROOM--

**#2A** Restroom, MEN or- WOMEN, 8" height, 18" width (with figure symbols)

~~2.4.1.5.2 LOCATION / WARNING / INSTRUCTION—  
8" height, 18" width~~

~~#3A IN CASE OF FIRE w/ symbol)~~  
~~#3B ROOM #~~  
~~#3C MECHANICAL AUTHORIZED PERSONNEL ONLY~~  
~~#3D STAIRS (w/ symbol)~~  
~~#3E FLOOR #~~  
~~#3F ROOF ACCESS~~  
~~#3G other~~

2.4.1.5.3 IDENTIFICATION ONE LINE--

**#4A** Identification, changeable one line, 5 ¼" height, 12" width  
**#4B** Identification, one line, 5 ¼" height, 12" width

2.4.1.5.4 IDENTIFICATION TWO LINE--

**#5A** Identification, changeable two lines, 6" height, 12" width  
**#5B** Identification, two lines, 6" height, 12" width

2.4.2 EXTERIOR SIGNAGE:

2.4.2.1 Large/Small Monument Signs (6A – 6B):

2.4.2.1.1 Top: #4 brushed stainless, horizontal grain.

2.4.2.1.2 Seal: ¼" flat cast aluminum with acrylic polyurethane finish, 3M-VHB mount.

2.4.2.1.3 Type: Avenir Heavy and Roman, and Minion Semi Bold, 1/8" flat aluminum letters painted acrylic polyurethane, 3M-VHB mount, color: PMS Cool Gray 11.

2.4.2.1.4 Face: 1/8" aluminum box painted overall with acrylic polyurethane, color: Cream

2.4.2.1.5 Base: Structural material and color at the base (including the reveal) to be selected by the design consultants on a building by building basis for compatibility with the specific location

2.4.2.1.6 Schedule:

**#6A** LARGE HORIZONTAL MONUMENT SIGN, building name and address, 84" height, 84" width

**#6B** SMALL HORIZONTAL MONUMENT SIGN, building name, 60" height, 84" width

2.4.2.2 Directional/Small Vertical Monument Signs (7A – 7B):

2.4.2.2.1 Top: #4 brushed stainless, horizontal grain.

2.4.2.2.2 Seal: ¼" flat cast aluminum with acrylic polyurethane finish, 3M-VHB mount.

2.4.2.2.3 Type: Avenir Heavy and Roman, and Minon Semi Bold, 1/8" flat aluminum letters painted acrylic polyurethane, 3M-VHB mount, color: PMS Cool Gray 11.

2.4.2.2.4 Face: 1/8" aluminum box painted overall with acrylic polyurethane, color: Cream.

2.4.2.2.5 Base: Structural material and color at the base (including the reveal) to be selected by the County Planning Division on a building by building basis for compatibility with the specific location

2.4.2.2.6 Schedule:

**#7A** DIRECTIONAL MONUMENT SIGN, five line, 72" height, 48" width

**#7B** SMALL VERTICAL MONUMENT SIGN, building name and address, 72" height, 48" width

2.4.2.3 Remote/Temporary Signs (8A – 8D):

2.4.2.3.1 Face: 1/8" aluminum sign box to match depth of posts, 3" to 4", color: Cream

2.4.2.3.2 Posts: 3" to 4" aluminum posts and end caps painted with acrylic polyurethane, mounting to be determined by site

2.4.2.3.3 Type: Avenir Roman, Minion Regular, and Semi Bold, text to be epoxy screen printed, color: Indigo and Black

2.4.2.3.4 Band: Reversed Minion Semi Bold, color: Burnt Red.

2.4.2.3.5 Schedule:

**#8A** TWO POST SIGN, 96" height, 36" width

**#8B** TWO POST SITE SIGN, 96" height, 58" width

**#8C** MULTI-USE TWO POST SIGN, 96" height, 72" width

**#8D** MULTI-USE WALL MOUNTED SIGN, 52" height, 66" width

2.4.2.4 Door Entries (9A – 9B):

2.4.2.4.1 Signature: Maintain 1 seal width from the inside edge of the door.

2.4.2.4.2 Type and Symbol: Choose door and window set-up for formatting. For size approximations, please refer to the Graphics Standard Manual, Section 5.6, the second diagram

2.4.2.4.3 Building Number and Hours: Avenir Heavy, color: White

2.4.2.4.4 Hours and Warning: Avenir Roman, color: White

2.4.2.4.5 Schedule:

**#9A** SINGLE DOOR, vinyl type, white and red vinyl material

**#9B** DOUBLE DOOR, vinyl type, white and red vinyl material

**2.4.2.5 Other Types Of Signs Not Listed Herein and Not In The Graphics Manual:**

Other type's signs are defined as those made of different materials and mounting methods not listed herein or the graphics manual, and considered inconsequential. They may be incidental types (i.e., plastic, carved laminate, foam board, cardboard for interior usage. Or exterior types such as building mounted address numbers, or building name-mounted-to-wall with individual letters, etc., etc.). It is estimated these types are a miniscule quantity and shall be priced 'as needed'.

**2.4.2.6 Other Sizes Of Signs Not Listed In Schedule 1A – 9B:**

If a department is requesting signage in §2.4.1 – 2.4.2.4 of a size not listed, written approval must be obtained from the Office of Communications, 602/506-7063.

Other Sizes of Signs Not Listed in Schedule 1A – 9B may be subject to engineering costs dependent upon their size, type and application.

**2.4.2.7 Interior Sign Changeable Inserts:**

Additional inserts shall be available for sign that require such (i.e., as simple blanks or with text for names or titles) should employees transfer.

**2.4.2.8 Cast Building Plaques:**

The pricing attachment has no provisions for cast aluminum, bronze, or copper building plaques pricing. These items shall be project quoted.

**2.4.2.9 MONUMENT SIGNS --DOUBLE SIDED:**

Monument signs requiring double-sided exposure shall be priced at two-times (2X) the contract price.

**2.4.2.10 BUILDING IDENTIFICATION -- ADDRESS/NAME SIGNS:**

There may be an occasion where the County will need address/name signs attached to the exterior walls of a building, in such size, color, and location that will require special mounting materials and specialized man-lift equipment. The Contractor shall be provided a scope of work detailing size location and mounting method (See also §2.6, Rental Equipment).

**2.5 PRICING:**

**2.5.1** Interior signs and door entries are line item priced based on quantity purchase as listed in EXHIBIT A 1, PRICING. Installation costs shall be included. For exterior signs, as the location, topography, and mounting method varies, installation shall be price-quoted by number of labor hours plus materials, as separate (See also §2.10.5).

**2.5.2 Pricing for Larger Interior Signs Not In the Schedule:**

Should the County agency request an interior sign that is larger in size than those listed in the schedule, and not priced in the pricing attachment, the Contractor shall calculate the cost per-square-inch of the text portion of the largest sign in the schedule *that is priced*, and use this figure to compute the additional cost to produce the larger sign.

**2.5.3 Alternate Pricing:**

EXHIBIT A has been expanded to include "Alternate Pricing." Alternate pricing is for signage that is made of aluminum, overall lighter and thinner, and offers a lower price versus the standard signage which is heavier and made of stainless steel. (Refers to Section 2.4.1.3 only.)

**2.5.4 County Seal Decals:**

Color adhesive County seal decals (other than those referenced in Section 2.4.2.4 [Door Entries 9A – 9B]) are offered by size dependant on surface square inches as priced in the pricing attachment.

**2.5.5 Signage Specifications And Adherence To The Graphic Standards Manual:**

THE CONTRACTOR IS NOT TO OFFER SIGNAGE PRICING TO COUNTY DEPARTMENTS IF THE PRODUCT IS NOT SPECIFICALLY SPELLED OUT IN THE TECHNICAL SPECIFICATIONS (Exception: projects). THIS TO ENSURE THE GRAPHIC STANDARDS MANUAL IS ADHERED TO. EXCEPTIONS ARE ALLOWABLE IF APPROVED BY THE COUNTY'S PUBLIC INFORMATION OFFICER AND THE PROCUREMENT SPECIALIST OF THE MATERIALS MANAGEMENT DEPARTMENT.

**2.6 RENTAL EQUIPMENT:**

Should it be a requirement the Contractor rent *lift equipment* for building signage, the cost of the rental equipment shall be billed back to the County as a separate line item charge on the invoice and not to exceed a five percent (5%) mark-up. A copy of the sales receipt from the rental company must be attached to Contractor's invoice.

**2.7 REQUIRED LOCATOR SERVICES, EXTERIOR SIGNS:**

It shall be the Contractor's responsibility to obtain locator services to perform underground utility locations when planning to install exterior signs requiring posthole or foundation excavation. If this procedure IS NOT followed, and the Contractor damages any utility lines (electric, water, irrigation, gas, sewer, telecommunications, etc.) either on public or private property, it shall be the Contractor's responsibility to pay for repairs of such. The cost of the locator services shall be billed back to the County as a separate line item charge on the invoice not to exceed a five percent (5%) mark-up. A copy of the sales receipt from the locator company must be attached to Contractor's invoice.

**2.8 LIGHTED EXTERIOR MONUMENT SIGNS:**

The Contractor must have the capability to perform electrical appliance lighting attachments and connections to exterior signage. This includes obtaining the appliance, actual installation, and final electrical connection. Electrical power to the sign will be the responsibility of the County. The lighting may be ground-mounted flood-type or located at the top. It is estimated not many exterior signs will require lighting. Detailed shop drawings will be provided the Contractor should this requirement be requested.

**2.9 MUNICIPAL PERMITS, EXTERIOR SIGNS AND BUILDING SIGNS:**

All municipal rules/regulations regarding outdoor signs must be followed. It shall be the responsibility of the Contractor to obtain and pay for permits/fees/variances for all outdoor signage (i.e., directional, monument, building mounted, etc.). The cost of this shall be billed back to the County as a separate line item charge on the invoice not to exceed a five percent (5%) mark-up. A copy of the sales receipt from the municipality must be attached to Contractor's invoice.

**2.10 SIGNAGE – LARGE PROJECTS:**

- 2.10.1 There may be times wherein work will encompass making and installing signage for an entire floor, several floors, or the entire building (either existing or under construction). Project work shall mean work performed on as “all inclusive” as opposed to time and materials. The Contractor assigned to this contract shall work with the Facilities Management Department and the County agency (or architect) to establish locations of all signs the contractor plans to provide for the scope of work. The Contractor and staff from FMD shall visit the site (or if a new building, study the sign schedule of the new plans) and develop a conceptual evaluation plan – i.e., plan showing where each type of sign is to be located. All large-scale projects must be pre-approved by the County prior to implementation.
- 2.10.2 As such, the Contractor **MUST** submit a response, with a price for the project. No quote from the contractor shall have terms and conditions or a provision for a signature from the County. All terms and conditions are those established under this agreement.
- 2.10.3 The submitted project price quotes to be all-inclusive. That is, any cost overruns to be absorbed by the Contractor, or cost savings to be additional profit. Exceptions to this are changes requested by the County that incur higher project cost and longer delays. All change orders to a project must be in writing, referencing the contract serial number, and approved by FMD and the County agency prior to any written authorization to proceed. The Contractor who fails to acquire change orders in writing runs the risk of incurring this additional cost without payment.
- 2.10.4 Project pricing shall include everything the contractor anticipates is necessary to complete the job (i.e., rental equipment, materials, labor, supervision, subcontractor costs, mobilization costs, demobilization costs, permits, etc.). These costs to be part of the overall project price and as such not itemized. Any taxes imposed must be included in the total project cost and not a separate line item (Exception of tax: time and materials work and only on materials).
- 2.10.5 Contractor shall be compensated for additional work requested that is not detailed in the scope via the labor rates in EXHIBIT A 1, PRICING.

**2.11 REGULATORY REQUIREMENTS:**

The Contractor must follow established rules and guidelines for—

- a. ANSI A117.1 “Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People”.
- b. Public Law 101-336 “The Americans with Disabilities Act of 1990 (ADA)
- c. ADA Accessibility Guidelines (ADAAG)
- d. The Arizona with Disabilities Act of 1992 Administrative Rules (AzDAAG)
- e. Uniform Federal Accessibility Standards (UFAS)

**2.12 SIGN MATERIALS:**

Materials shall be new stock, free from defects, or imperfections in strength, durability, and appearance. Provide materials as shown and detailed on drawings and as specified. If construction materials can be altered wherein a savings to the County could be realized, the Contractor shall so instruct the County and a determination be made if such material changes are acceptable.

2.13 MOUNTING METHODS:

- 2.13.1 Use concealed fasteners, hook-and-loop tape, double-sided vinyl tape, magnetic tape or silicone adhesive fabricated from materials that are not corrosive to sign materials and mounting surface. Install signage plumb and level.
- 2.13.2 Anchors and Inserts:  
Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use concealed fasteners fabricated from metals that are not corrosive to the sign material and mounting surface. Use toothed steel or lead expansion bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.
- 2.13.3 Tape: VHB (very high bond) double stick foam tape as manufactured by 3M or equivalent.
- 2.13.4 Outdoor Sign Anchoring Requiring Concrete or Special Footing:  
Some outdoor signs shall require pre-dug post holes packed with concrete fill. This shall be performed as Time and Materials, separate from the actual sign cost. If other type of ground anchoring is required, this also will be identified. In EXHIBIT A 1, PRICING, exterior sign pricing will be priced WITHOUT INSTALLATION. Due to the different site topography and special applications, each will be on a building-by-building basis for compatibility with the specific location (See also §2.5).

2.14 INVOICES AND PAYMENTS:

- 2.14.1 **The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:**
  - 2.14.1.1 Company name, address and contact
  - 2.14.1.2 County bill-to name and contact information
  - 2.14.1.3 Contract Serial Number
  - 2.14.1.4 County purchase order number
  - 2.14.1.5 Invoice number and date
  - 2.14.1.6 Payment terms
  - 2.14.1.7 Date of service or delivery
  - 2.14.1.8 Quantity (number of days or weeks)
  - 2.14.1.9 Contract Item number(s)
  - 2.14.1.10 Description of Purchase (product or services)
  - 2.14.1.11 Pricing per unit of purchase
  - 2.14.1.12 Freight (if applicable)
  - 2.14.1.13 Extended price
  - 2.14.1.14 Arrival and completion time (if applicable)
  - 2.14.1.15 Total Amount Due

**Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.**

- 2.14.2 Payment may be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).



- 2.14.2 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.15 TAX:

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determining low price.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract annual anniversary date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

3.4 INDEMNIFICATION AND INSURANCE:

3.4.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

**3.4.2 INSURANCE REQUIREMENTS**

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

**3.4.3 Commercial General Liability:**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

**3.4.4 Automobile Liability:**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

**3.4.5 Workers' Compensation:**

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit. (N.B. - \$1,000,000 limits on larger contracts)

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

**3.4.6 Certificates of Insurance.**

3.4.6.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

**3.4.6.2 Cancellation and Expiration Notice.**

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

**3.5 PROCUREMENT CARD ORDERING CAPABILITY:**

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

**3.6 INTERNET ORDERING CAPABILITY:**

It is the intent of the County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

**3.7 NO GUARANTEED QUANTITIES.**

The Contractor understands and hereby acknowledges that the County makes no representations nor guarantees the Contractor any minimum or maximum number of units of product(s) to be provided under this Contract

**3.8 ORDERING AUTHORITY.**

3.8.1 The Contractor should understand that any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.8.2 County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.8.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the product(s) is the only document necessary for Customers to purchase and for the Contractor to proceed with delivery of product(s) available under this Contract.

3.8.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

**3.9 INQUIRIES AND NOTICES:**

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

CHARLES HINEGARDNER, PROCUREMENT OFFICER, 602-506-6476  
([chinegar@mail.maricopa.gov](mailto:chinegar@mail.maricopa.gov))

Technical telephone inquiries shall be addressed to:

RICHARD CRAGO, SENIOR PROCUREMENT SPECIALIST-FMD, 602 506 8198  
([richard.crago@fm.maricopa.gov](mailto:richard.crago@fm.maricopa.gov))

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

**3.10 EVALUATION CRITERIA.**

3.10.1 The evaluation of bids shall be based on, but will not be limited to, the following:

3.10.1.1 Compliance with specifications.

3.10.1.2 Price.

3.10.1.3 Determination of responsibility.

3.10.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.11 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

**Contractors shall provide one (1) original hardcopy (labeled) and 1 (1) hardcopy copy and one (1) electronic copy of ATTACHMENT A (Pricing) on CD.** Contractors are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, corporate official or partner who has been authorized to make such commitments must sign bids.**

3.13 CONTRACTOR REVIEW OF DOCUMENTS.

The Contractor must review its Bid submission to assure the following requirements are met.

3.13.1 **Mandatory:** One (1) original hardcopy (labeled), one (1) hardcopy copy and one (1) electronic copy of pricing on a CD;

3.13.2 **Mandatory:** Attachment "A", Pricing;

3.13.3 **Mandatory:** Attachment "B", Agreement; and

3.13.4 **Mandatory:** Attachment "C", References.

3.14 POST AWARD MEETING:

The Contractor shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

**CW SIGNS & ASSOCIATES, P.O. BOX 5598, CONCORD, NC 28027-5598, TERMS: 1% 10 DAYS NET 30**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☒ YES ☐ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☒ YES ☐ NO  0 %  
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO  % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

PRICING SHEET: 8018902

**1.0 PRICING:**

<b><u>EXTERIOR SIGNAGE</u></b>		<b><u>UNIT PRICE</u></b>
6A	Large monument sign	<u>\$5,135.00 / ea.</u>
6B	Small monument sign	<u>\$4,275.00 / ea.</u>
7A	Directional monument sign	<u>\$3,345.00 / ea.</u>
7B	Small vertical monument sign	<u>\$2,845.00 / ea.</u>
8A	Two post sign 96"X36"	<u>\$ 945.00 / ea.</u>
8B	Two post sign 96"X58"	<u>\$2,133.00 / ea.</u>
8C	Multi-use two post sign 96"X72"	<u>\$2,072.00 / ea.</u>
8D	Multi-use wall mounted sign 52"X66"	<u>\$ 995.00 / ea.</u>
9A	Single door	<u>\$ 125.00 / ea.</u>
9B	Double door	<u>\$ 149.00 / ea.</u>

Terms: 1% 10 Days Net 30

Vendor Number: W000011909 X

Telephone Number: 704/262-3837

Fax Number: 704/262-3881

Contact Person: Stoney Black

E-mail Address: [sjb@cwsigns.net](mailto:sjb@cwsigns.net)

Certificates of Insurance Required

Contract Period: To cover the period ending **March 31, 2011.**

**MOUNTAIN STATES SPECIALTIES, INC., 6125 W. MAPLE AVENUE, TEMPE, AZ 85283**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

ACCEPT PROCUREMENT CARD: ☐ YES ☒ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☐ YES ☒ NO ☐ %  
REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

PRICING SHEET: 8018903

**1.0 PRICING:**

**INTERIOR SIGNAGE**

**ALL INTERIOR PRICING SHALL INCLUDE INSTALLATION (SECTION 2.5.1)**

		<b><u>UNIT PRICE</u></b>	<b><u>ALTERNATE UNIT PRICE PER SECTION 2.4.1.3</u></b>
1A	Directional 2 lines	<u>\$180.00 / ea.</u>	
1B	Directional 4 lines	<u>\$270.00 / ea.</u>	
1C	Directional 7 lines	<u>\$315.00 / ea.</u>	
2A	Restroom	<u>\$180.00 / ea.</u>	
4A	Identification changeable 1 line	<u>\$150.00 / ea.</u>	<u>\$125.00 / ea.</u>
4B	Identification 1 line	<u>\$135.00 / ea.</u>	<u>\$115.00 / ea.</u>
5A	Identification changeable 2 line	<u>\$170.00 / ea.</u>	
5B	Identification 2 line	<u>\$155.00 / ea.</u>	

Terms: 1% 10 Days Net 30

Vendor Number: W000011893 X

Telephone Number: 480/839-0751

Fax Number: 480/839-5360

Contact Person: Terry D. Gorton

E-mail Address: [tgorton@mntstates.com](mailto:tgorton@mntstates.com)

Certificates of Insurance Required

Contract Period: To cover the period ending **March 31, 2011.**